

**FOOD VENDORS** Regarding **food trailers**. Please tell us **exactly how much space** you will need for your trailer. Giving us **exact dimensions** of the space you need helps us to ensure that you have enough room to operate efficiently. Please indicate the front (facing the public) and the back of the trailer.

**Menus.** Food Vendors are requested to provide ethnic and cultural items on the menu and the *menu must be displayed with prices.*

**A few words about fire prevention...**

- For those using **GREASE** to cook, you **MUST** have a **"K" EXTINGUISHER**.
- The Springfield Fire Department **WILL CHECK** to insure that you are using the proper extinguisher at the event.
- **If you do not**, your operation at CultureFest **NOT BE PERMITTED to serve food**.
- See **"Fire Protection Companies"** attachment for a list of businesses that sell/rent "K" extinguishers.

**Grease and Wastewater Containers.** The CultureFest provides grease containers for used grease and a container for wastewater. These containers must be used and ALL WASTED GREASE and/or WASTEWATER **must be disposed of properly**. DO NOT use CATCHBASINS for disposal. Staff will be monitoring the food area and will prevent vendors from returning to participate in future events if we find you not in compliance with this rule.

Food vendors must obtain a **Temporary Food Service License**. Please contact the Environmental Health Division of the Clark County Combined Health District, 529 East Home Rd., Springfield, Ohio 45503 (937) 390-5600. *The CCCHD will need to see proof of non-profit status paperwork in order to qualify for the nonprofit fee.* Hours are Monday – Friday, 8 AM – 5 PM. The fee is **\$36 for commercial** and **\$18 for non-commercial**.

**If food vendors will sell soft drinks (pop)**, they must obtain an *Application for Transient Vendor's License*. Forms may be obtained online at **[http://www.tax.ohio.gov/sales\\_and\\_use/license.aspx](http://www.tax.ohio.gov/sales_and_use/license.aspx)** or call the Help Desk at 866-OHIO-GOV (866) 644-6468. The cost is **\$25.00**.

**MERCHANDISE VENDORS** or anyone selling taxable items must obtain a **Vendors License** through the Ohio Department of Taxation. To file online, go to: **[http://www.tax.ohio.gov/sales\\_and\\_use/license.aspx](http://www.tax.ohio.gov/sales_and_use/license.aspx)** or for assistance by phone, call the OBG Electronic Filing Help Desk at 866-OHIO-GOV (866) 644-6468. The Help Desk is available Monday through Friday 8 a.m. - 5 p.m. The cost is **\$25.00**.

4/28/16

**VENDORS ARE RESPONSIBLE FOR OBTAINING ALL PERMITS/LICENSES PRIOR TO CULTUREFEST.**